

COUNCIL POLICY**CURRENT**

SUBJECT: COORDINATION OF SPECIAL CITY COUNCIL MEETING
POLICY NO.: 000-05
EFFECTIVE DATE: June 22, 1987

BACKGROUND:

Special Meetings of the City Council are those meetings not scheduled under Municipal Code Section 22.0101, Permanent Rules of the Council. They may be initiated from a variety of sources both within and outside City government. They can occur on any given day and time and may involve other legislative bodies. The most common involve only the City Council and are held on a day other than those established as regular meeting days. They may be held during day or evening hours. Less common are those involving other legislative body(s), which are termed Special Joint Meetings.

While Municipal Code Section 22.0101 and the Brown Act establish the procedures for calling a Special Meeting, a policy is needed to establish specific responsibility for ensuring these meetings are noticed and conducted in a proper and consistent manner.

PURPOSE:

To establish a policy that 1) assigns specific responsibility for coordination of Special Meetings of the City Council and 2) identifies the process by which other legislative bodies shall adhere when requesting a Special Joint Meeting with the City Council.

POLICY:

Regular meetings of the City Council shall continue to be coordinated as outlined in Municipal Code Section 22.0101, Permanent Rules of the Council. All Special Meetings of the City Council shall be coordinated with the Mayor's Office and Office of the City Clerk, as outlined below.

Special Meetings of the City Council Not Involving Other Legislative Bodies:

Designee:	Responsibility:
Mayor - Councilmember - Other Initiator	Contacts Mayor's and/or Councilmember's Offices to propose meeting date, time, location, and subject matter.
Rules Committee Consultant	Advises the City Clerk of the proposed meeting date, time, locations, and subject matter; and whether the meeting will impact upon regularly scheduled City Council meetings.
City Clerk	Advises the Rules Committee Consultant of any conflicts with other scheduled meetings or noticed hearings. Confirms meeting location availability.
Rules Committee Consultant	Notifies City Clerk in writing of agreed upon date, time, location, and subject matter.

COUNCIL POLICY**CURRENT**

City Clerk	In cooperation with and review by the City Attorney's Office, prepares Special Meeting notice for Mayor's signature and agenda. In coordination with initiator, makes final arrangements for use of meeting facility, special equipment and support staff as needed, physical layout of meeting, and related issues.
Rules Committee Consultant	Forwards to the City Clerk the signed meeting notice, approval of draft agenda, and exhibit material, no later than three (3) working days prior to the meeting.
City Clerk	Posts and distributes notice, agenda, and exhibit material no later than 24 hours prior to the meeting. On meeting day, coordinates meeting arrangements.
<u>Joint Meetings With Other Legislative Body(s):</u>	
Representative of Legislative Body(s)	Contacts Mayor's or Councilmember's Office to propose meeting date, time, location, and subject matter.
Rules Committee Consultant	Contacts City Clerk with above information.
City Clerk	Advises the Rules Committee Consultant of any conflicts with other scheduled meetings or noticed hearings. Confirms meeting location availability.
Rules Committee Consultant	Notifies City Clerk and representative of other legislative body(s) in writing of agreed upon meeting date, time, location, and subject matter.
City Clerk	In cooperation with and review by the City Attorney's Office, prepares Special Meeting notice for Mayor's signature and agenda. In coordination with other legislative body, makes final arrangements for use of meeting facility, special equipment and support staff as needed, physical layout of meeting, and related issues.
Rules Committee Consultant	Forwards to the City Clerk the signed meeting notice, approval of draft agenda, and exhibit material, no later than three (3) working days prior to the meeting.
Representative of Legislative Body(s)	Forwards their meeting notice, agenda, and exhibit material to the City Clerk no later than three (3) working days prior to the meeting.

COUNCIL POLICY

CURRENT

City Clerk

Consults with Rules Committee Consultant on content of participating legislative body's notice and agenda. Posts and distributes City Council notice, agenda, and exhibit material no later than 24 hours prior to the meeting. If available, distributes participating legislative body's agenda and exhibit material no later than 24 hours prior to the meeting. On meeting day, coordinates meeting arrangements.

HISTORY:

"Councilman Attendance at Official Council Meetings, Conferences, and Committee Sessions"

Adopted by Resolution R-169939 03/15/1962

Repealed by Ordinance O-11254 02/28/1974

"Coordination of Special City Council Meeting"

Adopted by Resolution R-268605 06/22/1987